

27 DEC 1965

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Supergrade Promotions

1. You will recall our discussion on 16 December concerning the procedures for recommending personnel actions at the supergrade level.

2. I reviewed our discussion with Mr. Helms, who agreed that the establishment of a Supergrade Review Board at the Agency level is not necessary. However, he does wish each Deputy Director to formalize procedures for reviewing personnel actions at the Deputy Director level. When submitting a proposed personnel action, a positive statement should be made to the effect that the Directorate's panel has considered the promotion; other appropriate remarks should be made if the Deputy Director's recommendation is not consistent with that of his panel.

3. I should appreciate receiving at your earliest convenience a copy of your official issuance establishing such a panel to meet your needs.



L. K. White
Executive Director-Comptroller

cc: General Counsel
Inspector General
Director of Personnel

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